

## PRE-APPLICATION PART 1 INSTRUCTIONS

Each pre-application must include Part 1 in the submittal package. Part 1 is the same for all grant programs.

### A. Project Title

Assign a unique project title for each application submitted by a public water system. This title will be used on project priority lists and other public documents. The title should indicate the type of project, and may be no longer than 10 words. Examples of project titles include “Big Reservoir Treatment Plant Monitoring and Alarms” or “Well 1 and 2 Arsenic Treatment Demonstration Study.”

### B. Applicant Water System

One public water system must be designated as the applicant. This entity will be evaluated for disadvantaged community status, water system population, and any other criteria used in the ranking process.

*Note: For Grant Program 6b **only**, a public entity that is not a public water system may be designated as the applicant*

If this is a consolidation project, the applicant should be the system with the problem to be addressed by the consolidation. For consolidation projects, or projects with multiple applicants, the co-applicants are listed in Section G of Part 1 of the pre-application.

#### 1. DHS Public Water System ID No.

This is the seven-digit public water system number assigned to the water system by DHS or the county. Water systems may have similar or identical names, and the identification number provides a unique identifier for each public water system. The number should be on the domestic water supply permit for the water system. For assistance, contact your regulating agency (DHS district office or county.)

*Note: For Grant Program 6b **only**, public entities that are not public water systems must contact DHS to obtain an applicant identification number to be used in this field. These entities must contact Karen Verdina at [KVerdina@dhs.ca.gov](mailto:KVerdina@dhs.ca.gov) or 916-449-5156.*

#### 2. DHS Public Water System Name

Provide the name of the water system according to DHS records. This is the water system name that appears on the domestic water supply permit, and may be different than the legal name of the applicant. For assistance, contact your regulating agency (DHS district office or county.)

*Note: For Grant Program 6b **only**, public entities that are not public water systems should use the public entity name reported to DHS.*

#### 3. Legal Name of Applicant

Provide the legal name of the entity applying for the grant.

#### 4. County (counties) where service provided

List all counties in which the water system provides service to customers.

*Note: For Grant Program 6b **only**, public entities that are not public water systems should list the counties where the project is located .*

#### 5. Number of service connections

Enter the number of active service connections for the applicant water system.

*Note: For Grant Program 6b **only**, this field is not applicable to public entities that are not public water systems.*

6. Population served

Enter the total estimated population served by the water system.

*Note: For Grant Program 6b **only**, this field is not applicable to public entities that are not public water systems.*

7. Regulating Entity

Enter the name of the DHS district or County that regulates your water system. The regulating entity is the district or county that conducts inspections of your water system and to whom you may pay fees.

*Note: For Grant Program 6b **only**, this field is not applicable to public entities that are not public water systems.*

8. Type of public water system

Specify the type of public water system of the applicant. Definitions for each type of system are provided on page 5. For assistance, contact your regulating agency (DHS district office or county.) The type of water system impacts grant eligibility. Some grant programs are limited to community water systems.

*Note: For Grant Program 6b **only**, this field is not applicable to public entities that are not public water systems.*

9. Water System Ownership

Specify the type of ownership for the water system. Any water system not owned by a public entity (city, county, state, water district, county service area, etc.) are considered to be in private ownership, including mutual water companies. For systems in private ownership, indicate whether the water system is regulated by the California Public Utilities Commission (CPUC).

*Note: For Grant Program 6b **only**, this field is not applicable to public entities that are not public water systems.*

C. Applicant Contact

Each applicant must designate a person that DHS may contact regarding this pre-application. All correspondence regarding this pre-application will be sent to the designated contact.

1. Name

Enter the name of the designated contact person for this pre-application.

2. Title and/or Company Name

Enter the title and/or the company name (if different than the applicant name) of the designated contact person for this pre-application.

3. Mailing Address

Enter the mailing address, city, state, and zip code of the designated contact person.

4. Street Address

Enter the street address, city, state, and zip code of the designated contact person if this address differs from the mailing address.

5. Phone Number

Enter the phone number for the designated contact person.

6. Fax Number

Enter the fax number for the designated contact person if a fax machine is available.

7. E-mail Address

Enter the e-mail address for the designated contact person if an e-mail address is available.

8. Date

Enter the date that the pre-application is submitted by the applicant.

9. Signature

An original signature is required for all pre-applications. Even if you are submitting via e-mail, print out one copy of Part 1 of the pre-application, sign it, and submit it to DHS as directed in the pre-application submission procedures.

D. Disadvantaged Communities

Reserved funding is available for projects that benefit disadvantaged communities, and no matching funds are required for these grants. A disadvantaged community is a community with an annual household income that is less than 80 percent of the statewide annual median household income (MHI). The statewide MHI is calculated annually and is currently \$52,417 (2004).

In order to be eligible for funds set aside for disadvantaged communities, an applicant must be:

- (a) A public water system whose entire service area meets the definition of a disadvantaged community, OR
- (b) A public water system applying for a project to physically connect and incorporate by consolidation a separate existing public water system whose entire service area meets the definition of a disadvantaged community, OR
- (c) A public water system applying on behalf of a community that is part of the public water system's service area, where each census tract in that part of the service area and identified in the project meets the definition of a disadvantaged community.

In order to be eligible for funds set aside for disadvantaged communities, the project must benefit only the disadvantaged community identified in the application.

For assistance, contact Terry Macaulay at 916-449-5630 or [tmacaula@dhs.ca.gov](mailto:tmacaula@dhs.ca.gov).

If you believe that the proposed project will serve one or more disadvantaged communities as specified above, check the box in this section and attach a list of the census tracts in the project service area.

Information is available on the Internet for determining census tracts based on street address. Go to: <http://www.census.gov/main/www/cen2000.html>.

E. Other Information

1. Anticipated start date of project

Enter the month and year of the anticipated start of project construction (or start of study or demonstration project) if a Prop 50 grant were awarded to the applicant.

2. CALFED Bay-Delta

For the purposes of DHS Prop 50 grant programs, a project will be considered a CALFED Drinking Water Quality Program project if it meets both of the following criteria:

- 1) Addresses organic carbon, bromide, microbial pathogens, salinity, nutrients, turbidity, taste, or odor in a water supply, and

2) Primary purpose is to improve drinking water quality for California residents whose water supply originates in the Sacramento-San Joaquin Delta or the Delta watershed; including watersheds of upstream reservoirs, the California Aqueduct or similar conveyances; or in other areas of the State that supply water to systems connected to the Delta.

For additional information contact Sam Harader at the California Bay Delta Authority (CALFED) at (916) 445-5466 or [sharader@CalWater.ca.gov](mailto:sharader@CalWater.ca.gov)

3. Planning Document for Water Demand

Indicate if the applicant has a 20-year planning document for water demand. Eligible project costs are limited to facilities sized to serve no more than the 20-year demand projected in an Urban Water Management Plan or the 20-year demand projected in a comparable public water system planning document. If an applicant does not have an Urban Water Management Plan or comparable document, the eligible project costs are limited to facilities sized to serve no more than ten percent above existing water demand at peak flow.

4. Conformance with Water Demand Planning Document

Indicated if the project is in conformance with the planning document described in Question 3.

5. Multiple Public Water System Applicants

Indicate if this project includes multiple public water systems as applicants. The maximum grant for a project submitted by multiple applicants is the same as for a single applicant, with the exception of grant program 4b (Southern California Projects to Reduce Demand on Colorado River). If this project includes multiple applicants, specify the other participating water system(s) in Section G.

6. Labor Code Compliance

Indicate understanding of labor code compliance requirements. SB 278 (Machado, Chapter 892, Statutes of 2002) requires that any entity awarding a contract for a public works project financed in any part with funds made available by Prop 50 to initiate and enforce a labor compliance program. For more information on this topic, refer to the California Department of Industrial Relations website (<http://www.dir.ca.gov/lcp.asp>).

F. Co-Applicant Water System(s) (if applicable)

If there are any public water systems that are co-applicants on this project, list them in this section. If there are more than 2 co-applicants, list them in an attachment to the pre-application (this attachment will count towards the page limit). Refer to the instructions in Section B for legal name, DHS public water system name, and DHS public water system identification number.

G. Funding Program

Each pre-application must specify the funding program for which the applicant is applying. Refer to Attachment A for a complete list of grant programs, project eligibility requirements, ranking criteria, and available funding. In some cases, a project may be eligible under more than one grant program. In this case, specify the preferred grant program. After reviewing pre-applications, DHS may contact you to revise the funding program for a project if it appears that there may be an advantage to moving the project to another program. You may submit the same project under more than one grant program (if eligible), but a project can receive funds from only one Prop 50 grant program.